

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date August 27, 1971		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 31 1971 14 SEP 14 1971	
2. Agency Application No. 3		3. AGENCY, Division, Subdivision & Administering Office Address Law Department 132 State Judicial Building Atlanta, Georgia 30334		4. Person to Contact Robert H. Shell	
				5. Working Title Office Manager	
				6. Tel. No. 656-3328	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1963 to date.		9. EXACT SERIES TITLE Correspondence relating to Opinions of the Attorney General Attorney General Opinions Correspondence Files			
10. What function performed resulted in creation of this series Ga. Code § 40-1602 provides that it is the duty of the Attorney General to give his opinion on any question of law connected with the interests of the State or any of its departments. "Official" opinions are rendered only upon written request from the Governor or agency heads. "Unofficial" opinions are rendered to legislators, district attorneys, county and municipal attorneys. Opinions are published annually in a bound volume and distributed to State Department Heads, Judges of Superior and higher Courts and District Attorneys. In the interest of economy, the unofficial opinions are published in digested form. The published volume contains a statement that a complete copy of a digested opinion may be obtained by sending \$1.00 to the State Department of Law.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This series consists of a copy of each opinion (the original having been sent to the requester), the letter requesting the opinion, and any related papers. They are filed by subject matter. Before writing any new opinion, these files are examined to ascertain whether a previous opinion has been written on the same subject. These files are useful for about five years for reference purposes and as the source of complete copies of opinions published in digested form.					
12. EQUIPMENT OCCUPIED					
Letter-size File Drawers		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
				4.0 10.0	
Legal-size File Drawers		15.0	30.0	Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s) 14.0 28.0	
Letter-size TAB file drawers, 36"		9.0	22.5	By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years'	
Cartons, storage		1.0	1.0	AVERAGE DAILY REFERENCES Per file drawer	
				.2 .1 .08 .05	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? Yes; however, the opinions are published annually in a bound volume. ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? Published annually. ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? Could use bound volume. ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept _____ years:
There is no specific requirement.
a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)
It is advisable to keep these files for about five years for reference purposes in writing new opinions and as a source of complete copies of opinions published in digested form.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -☒ CALENDAR YEAR -☐ FISCAL YEAR -☐ OTHER, then:
A. ☐ Destroy immediately after cut off.
B. ☒ Hold in current files area _____ month(s)/ _____ year(s), then:
1. ☒ Destroy.
2. ☐ Transfer to records center; hold _____ year(s), then: ☐ Destroy.
3. ☐ Transfer historical material to Archives; destroy remainder.
3. ☐ Destroy after audit (or _____ year(s) after audit).
C. ☐ Hold in current files area indefinitely.
D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.
E. ☒ Other
Then transfer to the Archives.
(Indicate briefly rationale for recommendations above/or write additional remarks):
Files are useful for about five years as stated in Item 24, above.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>M. Blue</i>	Recommendations prepared by <i>M. Blue</i>	Approved for Division Date <i>8/27/71</i>	Records Management Officer Date <i>8/27/71</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>Arthur S. Bolton</i>	Date <i>8/30/71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director Archives & History <i>Carroll Hart</i>	Date <i>9/9/71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Sam W. Ferguson</i>	Date <i>9-2-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>9-2-71</i>